NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) ORDER FOR COPIES OF CIVIL CASES

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Entire Case File: Includes all documents in a case file.

Docket Sheet: A list of documents filed in a civil action; an outline of the case.

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If you do not want the Entire Case File copied, please contact the court where the case was closed or filed to make arrangements to review the case at the court location.

To make an appointment

The Federal Records Center Research Room is closed and not taking appointments any longer. Please work with the court.

General Information

- Use a separate NATF Form 91 for <u>each</u> file that you request. <u>Blocks 3-7</u> must be completed on the order form to perform a search for the file. Please <u>discard</u> this instruction sheet. Allow 3 to 5 business days from receipt of payment for processing your order.
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- Please note that contents of <u>recent cases</u> may be in both electronic and paper form. If NARA cannot provide you with documents you requested, we will refer you to the Court that adjudicated the case.

Questions? Concerns? Contact our Research Room staff Tuesday or Thursday from 9:00am to 2:00pm at 303-407-5765 or 303-407-5769; or FAX any time at 303-407-5761; or visit us at **www.archives.gov**.

PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2108. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

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NARA, , Rocky Mountain Region Research Room, Denver Federal Center Bldg 48 Lakewood, Co. 80225 Fax: (303) 407-5709		Colorado, Wyoming, Montana, Utah, North Dakota, South Dakota, New Mexico		
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